

STLP APPLICATION CHECKLIST

- _____ 1. DOT Short Term Lending Program Loan Application (dated and signed)
- _____ 2. Financial Records for business:
 - _____ a) Three years business financial statements
 - _____ b) Three years business tax returns

Note: Business financial statements should be prepared by an independent CPA firm and include the accountant's cover letter, balance sheet, operating statement, any additional statements and schedules, and any accompanying notes. If the latest financial statements are more than 90 days old, interim financial statements are to be furnished which may be management prepared.
- _____ 3. Financial Records personal: (for each proposed guarantor)
 - _____ a) Current personal financial statement (dated and signed)
 - _____ b) Three years personal income tax returns
- _____ 4. Detailed cash flow projections covering the term of the line of credit, to be prepared on a monthly basis and to include all assumptions and any supporting information
- _____ 5. Applicant's Current Statement of Work in Progress
- _____ 6. List of Completed Contracts over the past 12 months
- _____ 7. Certification as a disadvantaged business enterprise or evidence of inclusion in one of the Small Business Administration's programs (8(a); SDB; HUBZone; DSV)
- _____ 8. A complete copy of each transportation-related contract or subcontract for which the requested line of credit is intended
- _____ 9. Current Agings of Accounts Receivable
- _____ 10. Current Agings of Accounts Payable
- _____ 11. Certificate of Incorporation, Articles of Incorporation, partnership agreement, or other evidence of formation and registration of the business entity; Certificate of Good Standing

STLP Application Checklist (cont.)

- _____ 12. Brief history of the company and expected benefits of the loan
- _____ 13. Resume of all operating officers
- _____ 14. 3 business or trade reference letters (at least the bank reference letter)
- _____ 15. Detailed list of plant, property, equipment, and related loans secured by such assets
- _____ 16. Information on other collateral offered
- _____ 17. Names and Financial Statements of all affiliated businesses (in excess of 20% ownership)
- _____ 18. Information on bonding and insurance
- _____ 19. Signed paragraph that all taxes are current
- _____ 20. Tax ID number